

Organization Contact List

Purpose of this page

The Organization Contact List page displays contact information for an organization. The contact's function, first name/last name, phone/ext., and e-mail are listed on this page.

[Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

Organization Description

Below the navigation bar, the school's **Name**, **OPEID code**, **Status** and **Address**, appear as reported by the Postsecondary Education Participants System (PEPS). The Status contains one of the following:

- **Open** - School is an open institution.
- **Closed** - School has been reported as closed.
- **Merged** - School has merged with another institution. This also displays the **New School Code** field, which shows the OPEID number of the institution with which this school merged. The OPEID number links to the Organization Contact page for the remaining/merged institution.

How to search for an organization

The Organization Search Bar is located directly below the Navigation Bar. The Type, Code, and Name boxes appear here. When an organization is retrieved or selected, the organization identifier information will appear at the top of each of the organization pages.

To search for an organization:

1. Select the **Type** of organization you want to search for by clicking the down-arrow.
2. Type the **Code** or **Name** of the organization.
3. Click **Retrieve**.

Notes:

- The search results will match or closely match the information you selected or typed in the boxes. Click the numbered bullet next to the Name to view more information.
- The Code or Name can be typed partially in the respective text boxes in order to retrieve search results (i.e., you can type 'J', rather than 'John Doe University' in the Name box).
- If the organization you are searching for does not appear on the list, alter the punctuation and spelling. You must type the name exactly as it appears in NSLDS. For example, if you are searching for California State University in Sacramento, it must be typed 'California State University-Sacramento'. If you type 'California State University, Sacramento', it will not appear on the list.

How to navigate on this page

- Under **Function**, click the numbered bullet to view more information about this contact.
- Under **Email**, click the envelope icon to send e-mail to this contact. It will use your computer's default e-mail package.
- If you are authorized to add a new contact for this organization, click **Add New Contact**.
- If you are authorized to update or delete a contact for this organization, click the number of the contact to access the Organization Contact Detail page.

Note: No list will be displayed when no contacts have been entered on the NSLDS.

Last updated: July 1, 2001

close

Organization Contact Detail

Purpose of this page

The Organization Contact Detail page displays contact information for one of the organization's contacts.

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How to update contact detail

To update organization contact:

1. Click **Update**.
2. Type the contact information in the **Organization Contact Update** fields.
3. Click **Submit**.

After you submit the form, the page displays the updated information.

How to delete an Organization contact

To delete an organization contact:

1. Click **Delete**.
2. Review the contact information in the **Organization Contact Delete Confirm** page.
3. Click **Confirm**.

After you submit the form, the page displays the updated information.

Last updated: May 14, 2001

close

Organization Contact Update

Purpose of this page

The Organization Contact Update page allows users to update organization contact information that appears on the Organization Contact Detail page.

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Updating Organization Contact Information

The Organization Contact Detail page displays organization contact information that can be updated by clicking **Update** above the displayed contact information. The Organization Contact Update page displays the contact information boxes, where the information can be updated.

To update contact information:

1. Type updated information in the text boxes.
2. Click **Submit**.

Notes:

- Under **Functions**, you may select multiple functions by holding down the SHIFT key or CTRL key and clicking your selections.

- One person in an organization can be assigned multiple functions, but a function can only be assigned to one person in an organization.
- The name of the person who last updated the organization contact information and the date will be displayed on the Organization Contact Detail page.

Last updated: July 1, 2001

close

Organization Contact Delete

Purpose of this page

The Organization Contact Delete Confirmation page allows you to delete a Contact on the Organization Contact List.

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- **Merged** - School has merged with another institution. This also displays the **New School Code** field, which shows the OPEID number of the institution with which this school merged. The OPEID number links to the Organization Contact page for the remaining/merged institution.

How to delete a Contact

1. Read the Confirmation statement.
2. Review the Contact information displayed below the Confirmation statement.
3. To delete the Contact, click **Confirm**.

Last updated: July 1, 2001

close

Organization Contact Add

Purpose of this page

The Organization Contact Add page allows you to add the organization contact information.

[Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

How to add the organization contact information

To add the organization contact information:

1. In the **Available Functions** box, click a selection. (See Function Descriptions table below.)
2. In the **First Name** box, type the first name of the organization contact.
3. In the **Last Name** box, type the last name of the organization contact.
4. In the **Title** box, type the title of the organization contact.
5. In the **Phone** box, type the phone number of the organization contact.
6. In the **Ext** box, type the phone number extension of the organization contact.
7. In the **Fax** box, type the Fax number of the organization contact.
8. In the **E-Mail** box, type the e-mail address of the organization contact.
9. In the **URL** box, type the URL (Web site address, for example: <http://www.stateuniversity.edu>) of the organization contact.
10. In the **Address** box, type the address of the organization contact.
11. In the **City** box, type the city of the organization contact.
12. In the **State** box, click a selection.

13. In the **Zip Code** box, type the Zip code of the organization contact.

14. Click **Submit**.

When adding the organization contact information, keep in mind the following:

- In the Available Functions box, you may select multiple functions by holding down the SHIFT key or CTRL key and clicking your selections.
- One person in an organization can be assigned multiple functions, but a function can only be assigned to one person in an organization.

Function Descriptions

Function	Description
Primary Contact	For schools, the person responsible for overall NSLDS compliance, including Perkins submissions, Enrollment Reporting, and overpayment reporting. For guaranty agencies, the person responsible for compliance with monthly data feeds to the NSLDS. This person may <i>not</i> be able to answer questions on individual loans or students.
SSN/ID Issues	The person who can answer inquiries from schools and other data providers about student identifier conflicts. In most cases, the contact should be familiar with the monthly data provider feeds to the NSLDS, either Perkins or FFEL.
IS (Information Systems) Technical Issues	The person who can answer questions about the technical specifications of a school's or guaranty agency's computing environment.
Enrollment Reporting Issues	For schools, the person responsible for supplying enrollment information directly to the NSLDS or to the school's servicer. For guaranty agencies, the person responsible for updating loan records with enrollment data.
FAT/SAR/ISIR Issues	For schools, this person should be able to address a variety of financial aid issues, including Perkins, FFEL, Direct Loan, Aid Overpayment, and Pell Grant issues. For guaranty agencies, this person should be able to address the most recent information submitted to the NSLDS on a particular student.
Default Issues	For schools and guaranty agencies, the person involved in loan servicing who can respond to inquiries about an individual loan's repayment status.
Overpayment Issues	The school contact responsible for inputting and updating overpayment information.
Federal Perkins Issues	The school contact who can monitor cumulative amounts and discuss Perkins eligibility for individual students.

FFEL Issues	The school contact who can monitor cumulative amounts and discuss FFEL eligibility. For guaranty agencies, the person who can answer school inquiries on eligibility.
Direct Loan Issues	The school contact who can monitor cumulative amounts and discuss Direct Loan eligibility.
Pell Grant Issues	The school contact who can respond to Pell disbursement inquiries from other schools.
Cohort Default Rate Issues	For schools, the person who monitors the school's default rates or manages the school's default prevention program. For guaranty agencies, the person who can respond to school inquiries about default rates.
Perkins Data Provider Contact	The school or school servicer contact for monthly Perkins submissions. This person should be able to answer questions about the individual data elements that are reported to the NSLDS.
Guaranty Agency Contact	For guaranty agencies, this person should be the same as the primary contact.
Lender NSLDS Contact	Guaranty agencies should supply the contact person at specific lenders.
Customer Service	Borrowers main point of contact.

How to interpret the organization description

The organization description appears at the top of the page and displays the following information:

- **Name**—The name of the organization or school as reported by the Postsecondary Education Participants System (PEPS).
- **Code**—The school's OPEID code as reported by PEPS.
- **Type**—The type of organization.
- **Status**—The school's status as reported by PEPS. The status is one of the following:
 - *Open*—The school is an open institution.
 - *Closed*—The school is a closed institution.
 - *Merged*—The school has merged with another institution. This also displays the OPEID code of the institution that this school merged with. The OPEID code links to the Organization Contact List page for the remaining/merged institution.

- **Address**—The address of the organization or school as reported by PEPS.

Last updated: March 27, 2002

close

Organization Search

Purpose of this page

The Organization Search page allows you to search for an organization and view information about the organization. An organization can be an FDLP servicer, a Department of Education (ED) region, a guaranty agency, state agency, a lender, a lender branch servicer, or a school.

[Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

How to search for an organization

The Organization Search Bar is located directly below the Navigation Bar. The Type, Code, and Name boxes appear here. Below this, the Optional filter criteria appears, where the search results can be filtered by typing and selecting information in the City and State boxes. When an organization is retrieved or selected, the organization identifier information will appear at the top of each of the organization pages.

To search for an organization:

1. Select the **Type** of organization you want to search for by clicking the down-arrow.
2. Type the **Code** or **Name** of the organization.
3. Click **Retrieve**.

Notes:

- The search results will match or closely match the information you selected or typed in the boxes. Click the numbered bullet next to the Name to view more information.
- The Code or Name can be typed partially in the respective text boxes in order to retrieve search results (i.e., you can type 'J', rather than 'John Doe University' in the Name box).
- If the organization you are searching for does not appear on the list, alter the punctuation and spelling. You must type the name exactly as it appears in NSLDS. For example, if you are searching for California State University in Sacramento, it must be typed 'California State University-Sacramento'. If you type 'California State University, Sacramento', it will not appear on the list.

To filter the search results:

1. In the **City** box, type in a city.
2. In the **State** box, select a state by clicking the down-arrow.
3. Click **Retrieve**.

4. Click **Clear** to clear the City and State boxes.

Note: The filtered search results appear according to the information you selected or typed in the boxes. Click the numbered bullet next to the Name to view more information.

The state codes are defined as follows:

STATE LOCATION CODE	NSLDS STATE OR AREA
AA	MILITARY LOCATION CODE
AE	MILITARY LOCATION CODE
AK	ALASKA
AL	ALABAMA
AP	MILITARY LOCATION CODE
AR	ARKANSAS
AS	AMERICAN SAMOA
AZ	ARIZONA
CA	CALIFORNIA
CM	NORTHERN MARIANAS ISLANDS
CN	CANADA
CO	COLORADO
CT	CONNECTICUT
CZ	CANAL ZONE
DC	DISTRICT OF COLUMBIA
DE	DELAWARE
FC	FOREIGN COUNTRY
FL	FLORIDA
FM	MICRONESIA
GA	GEORGIA
GU	GUAM
HI	HAWAII
IA	IOWA
ID	IDAHO
IL	ILLINOIS
IN	INDIANA

IQ	OTHER UNITED STATES TERRITORY OR POSSESSION
KS	KANSAS
KY	KENTUCKY
LA	LOUISIANA
MA	MASSACHUSETTS
MD	MARYLAND
ME	MAINE
MH	MARSHALL ISLANDS
MI	MICHIGAN
MN	MINNESOTA
MO	MISSOURI
MP	MARIANAS ISLANDS
MS	MISSISSIPPI
MT	MONTANA
MX	MEXICO
NC	NORTH CAROLINA
ND	NORTH DAKOTA
NE	NEBRASKA
NH	NEW HAMPSHIRE
NJ	NEW JERSEY
NM	NEW MEXICO
NR	NON-RESIDENT, STATE UNKNOWN
NV	NEVADA
NY	NEW YORK
OH	OHIO
OK	OKLAHOMA
OR	OREGON
PA	PENNSYLVANIA
PC	PANAMA CANAL ZONE
PR	PUERTO RICO
PW	REPUBLIC OF PALAU
RI	RHODE ISLAND

SC	SOUTH CAROLINA
SD	SOUTH DAKOTA
TN	TENNESSEE
TT	TRUST TERRITORIES OF THE PACIFIC
TX	TEXAS
UT	UTAH
VA	VIRGINIA
VI	VIRGIN ISLANDS
VT	VERMONT
WA	WASHINGTON
WI	WISCONSIN
WK	WAKE ISLAND
WV	WEST VIRGINIA
WY	WYOMING

Last updated: August 21, 2001

close

Data Provider Schedule

Purpose of this page

The Data Provider Schedule displays a history of current, past, and future scheduled data provider submittals. The table is populated with information based on your logon ID and cannot be updated from this page.

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How to interpret the Data Provider Schedule

The Data Provider Schedule displays a list of up to 50 submittals. Data providers who have more than 50 submittals will see future submittals with the balance consisting of the most recent submittals. The records are sorted in descending order by the Scheduled Submittal Date and by the Received Date. Data providers who do not have a schedule set up with the NSLDS will see a message indicating this.

The Data Provider Schedule table displays the following information:

- **Scheduled Submittal Date**—The date NSLDS expects to process the submittal.
- **Received Date**—The date NSLDS received the incoming submittal.
- **Processed Date**—The date on which NSLDS completely processed the submittal.

- **Loan Records Extracted**—The total number of detail records extracted from the data provider database for this submission. This number may include records that were in error and did not update the NSLDS database.
- **Loans with Errors**—The total number of detail records extracted from the data provider database that included errors and did not update the NSLDS database.
- **Submittal Pass Rate (%)**—The percentage of detail records extracted from the data provider database that contained no errors and updated the NSLDS database.

Notes:

- The **Loans with Errors** and **Submittal Pass Rate (%)** columns will not appear for Guaranty Agency users, or for users viewing an organization other than their own.
- NSLDS no longer provides an Earliest Extract Date. Data Providers are expected to provide their information in a timely manner in accordance with the schedule. Submittals are not expected to be made more than one week prior to or after the scheduled submittal date. Submittals made too early will error out. Submittals made too late will not process, and the Data Provider will receive a “missed submittal” message.

Last updated: May 14, 2001

close

Repayment Information

Purpose of this page

The Repayment Information page displays the current repayment status of certain borrowers in FFEL and Direct Loan (DL) Programs who attended a school during a specific period. This information has no relationship to the calculation of a draft or final cohort default for a school and will not be used in that process. This data is provided solely for informational purposes and may not be used in any administrative procedure. The information reported is based on information provided by the guaranty agency that guaranteed the loan or by the Direct Loan servicer.

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How to Interpret the Repayment Information table

- **Numerator Date Range**—Identifies the 24-month period used to determine whether any borrowers have defaulted or met other specified conditions on FFEL and/or DL Program loans that entered repayment in the first 12 months of the identified 24-month period.
- **Denominator Date Range**—Identifies the 12-month period used to determine the borrowers that have entered into repayment on FFEL and/or DL Program loans.
- **FFEL Num**—The total number of borrowers that entered repayment on FFEL Program loans during a specified 12-month period and have defaulted on those loans during the same 12-month period or the

next 12-month period.

- **FFEL Denom**—The total number of borrowers that entered repayment on FFEL Program loans during a specified 12-month period.
- %—FFEL student repayment history rate.
- **DL Num**—The total number of borrowers that entered repayment on DL Program loans during a specified 12-month period and have defaulted on those loans during the same 12-month period or the next 12-month period.
- **DL Denom**—The total number of borrowers that entered repayment on DL Program loans during a specified 12-month period.
- %—Direct Loan student repayment history rate.
- **Dual Num**—The total number of borrowers that entered repayment on FFEL and/or DL Program loans during a specified 12-month period and have defaulted on those loans during the same 12-month period or the next 12-month period.
- **Dual Denom**—The total number of borrowers that entered repayment on FFEL and/or DL Program loans during a specified 12-month period.
- %—Dual student repayment history rate.
- **Date Processed**—Identifies the date the Student Repayment History Report was processed.

Last updated: May 14, 2001

close

Cohort Default Rate History List

Purpose of this page

The Cohort Default Rate History List page allows you to view a history of the default rates for the selected organization.

[Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

How to interpret the Cohort Default Rate History table

- **Fiscal Year**—The NSLDS financial year for which a default request was made.
- **Originating/Current**—An indicator of lender status as it relates to loans for the selected organization. The lender statuses are defined as follows:
 - **OL**—Originating.
 - **CL**—Current.
- **Rate Type**—The status of an organization's defaulted borrower calculation. The Rate Types are defined as follows:
 - **Official**—A default rate authorized for viewing by all organizations.
 - **Official Susp'd**—A default rate that has been appealed by the school.
 - **Draft**—A default rate that is available for viewing only by the rated organization and the Default Management Division of the Department of Education.
- **Rate Sub Type**—Within each rate type there are five possible sub types that can be in effect for a default rate history occurrence. The Rate Sub Types are defined as follows:
 - **ACTUAL**—The "raw" rate calculated using the actual list of borrowers of a school prior to any adjustments.
 - **AVERAGE**—The rate used for a school with 20 or fewer borrowers entering repayment during a fiscal year that had a cohort default rate calculated for the two previous fiscal years.

- **COMBINED**—The rate is calculated from the defaulted borrowers of schools that have been grouped together.
- **MERGED**—The rate is calculated from the defaulted borrowers of schools that have been merged.
- **LEAD SCH COMBO**—The rate is taken from a lead school in a group of schools.
- **SUBSTITUTED**—The calculated rate was replaced by a rate that was derived through other means.
- **Program Type**—The Title IV loan programs for which loans were issued by an organization. The Program Types are defined as follows:
 - **Dual**—An organization that provides both FFEL and Direct loan types.
 - **FFEL**—An organization that provides loans within the Federal Family Education Loan program.
 - **Direct**—An organization that provides loans within the William D. Ford Direct Loan program.
- **Numerator**—The total number of borrowers that entered repayment on a loan program during the cohort year and have defaulted on those loans during the same cohort year or the next cohort year.
- **Denominator**—The total number of borrowers that entered repayment on a loan program during a cohort year.
- **Rate**—The default rate for the organization, which is calculated as a percentage of the Numerator to Denominator and truncated to one decimal place.
- **Process Date**—Identifies the date that the rate was calculated.

Notes:

- The Rate Type column is only applicable: when viewing cohort default rate history where the users are viewing their own rates; when viewing schools where the users belong to ED's Default Management Division; or when viewing GAs or Lenders where the users belong to ED's Financial Partners, Partner Service.
- The Rate Sub Type column is only applicable when viewing cohort default rate history for schools where the users belong to ED's Default Management Division.
- The Program Type column is only applicable when viewing cohort default rate history for schools where the users are viewing their own rates or when the users belong to ED. ED users belonging to the Default Management Division will view columns for Numerator, Denominator and Rate broken out by

Program Type when viewing a school's cohort default rate history. Cohort default rate history for Lenders and GAs only display values for the FFEL program.

- The Originating/Current column is only applicable when viewing cohort default rate history for Lenders.

Last updated: April 30, 2001

close

School Profile Page

Purpose of this page

The School Profile page allows you to view a school's Title IV grant and loan program information, as well as the school's academic and program schedule information. The institutional information displayed on this page is reported by the Postsecondary Education Participation System (PEPS).

[Navigation](#)

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How to interpret the School Profile

The school profile box displays the following information:

- **Eligibility Status** - Indicates whether the institution is eligible to participate in Title IV programs.
- **Certification Type** - Certification status of the institution.
- **Approval Indicator** - Indicates whether the location is approved for eligibility and/or certification.
- **Initial Approval Date** - Date the main/location was approved for Title IV eligibility.
- **PPA Approval Date** - Date that the Program Participation Agreement was approved.

- **PPA Expiration Date** - Date that the Program Participation Agreement is to expire.
- **Loan Deferment Only** - Indicates that the school is not eligible to disburse Title IV aid, but only eligible to certify loan deferments.
- **Action Code** - Overall Eligibility action code for the Main Institution and any underlying locations.
- **Reason Code** - Overall Eligibility reason code for the Main Institution and any underlying locations.
- **Action/Reason Date** - Overall Eligibility action date for the Main Institution and any underlying locations.
- **Main/location Reason Code** - Main/location reason for loss of Title IV eligibility.
- **Main/Location Code Date** - Date the main/location was disapproved for Title IV eligibility.
- **School Type** - Identifies the ownership control type of the institution.
- **Program Length** - Length of the longest program offered by the institution.
- **Academic Calendar** - Academic calendar of the institution.
- **Ethnic Code** - Ethnic affiliation of the institution.
- **Congressional District** - Congressional district(s) of the Main Institution.
- **Region Code** - Main Institution's ED region code.
- **Change of Affiliation Code** - Code designating Change of Affiliation.
- **Change of Affiliation Effective Date** - Date the school changed affiliation.
- **Branch Indicator** - Indicates whether the location is a branch.
- **Web Address** - The school's official Web address.

How to interpret Program Status

The Program Status box displays the following information:

(Note: Only dates that have been reported to NSLDS will be displayed. NSLDS receives this information for the main institutions only. Thus, the information for School Program Status is

displayed at the main institution.)

- **Pell Start Date** - Current start date for Federal Pell Grant certification.
- **Pell End Date** - Current end date for Federal Pell Grant certification.
- **FFEL Start Date** - Current start date for Federal Family Education Loan (FFEL) program certification. The programs covered by this are specified as Stafford Subsidized or Stafford Unsubsidized.
- **FFEL End Date** - Current end date for FFEL program certification. The programs covered by this are specified as Stafford Subsidized or Stafford Unsubsidized.
- **FFEL PLUS Start Date** - Current begin date for FFEL PLUS program certification.
- **FFEL PLUS End Date** - Current end date for FFEL PLUS program certification.
- **FFEL SLS Start Date** - Current start date for FFEL Supplemental Loan (SLS) program certification.
- **FFEL SLS End Date** - Current end date for FFEL SLS program certification.
- **FDSLP Stafford Start Date** - Current start date for Federal Direct Student Loan Program (FDSLP) certification. The programs covered by this are specified as Subsidized or Unsubsidized.
- **FDSLP Stafford End Date** - Current end date for FDSLP certification. The programs covered by this are specified as Subsidized or Unsubsidized.
- **FDSLP PLUS Start Date** - Current start date for FDSLP PLUS certification.
- **FDSLP PLUS End Date** - Current end date for FDSLP PLUS certification.
- **Perkins Start Date** - Current start date for Federal Perkins Certification.
- **Perkins End Date** - Current end date for Federal Perkins Certification.
- **SEOG Start Date** - Current start date for Federal SEOG Certification.
- **SEOG End Date** - Current end date for Federal SEOG Certification.

How to display a school's profile

To display a school's profile:

1. Enter **Code** and/or **Name** of the school you want displayed

2. Click **Retrieve**.

Last updated: July 22, 2003

